

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs complex sub-professional accounting work: maintains a variety of financial records related to payroll, and prepares statements, reports, and reconciliations; performs related work as required.

EQUIPMENT, METHODS AND GUIDELINES

Uses Federal, State and local laws, policies, procedures, as well as municipal accounting and auditing practices. Accounting and financial record keeping; telephone, FAX machine, PC terminal, printer, calculator, adding machine, copy machine and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including some that are conducted in the evening. May also include irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary for accurately interpreting visual displays), as well as ability to understand and carry out oral and written instruction. The work requires the ability to bend and reach, as well as the ability to operate a variety of business machines. It may require the ability to lift objects weighing up to thirty pounds such as ledger, files, records, records, etc.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Finance.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Reviews, and verifies time sheets; works closely with the Human Resources Department regarding benefits and salary; communicates with departmental personnel in resolving discrepancies; computes payroll and required payroll taxes; computes and maintains records of deductions such as withholding tax, retirement contributions, and other benefit deductions; prepares and maintains all payroll processing documents and payroll reports, utilizing a computer-based payroll system; verifies and balances payroll data; prints and distributes payroll warrants; prepares and submits regular reports to state and federal agencies, including data on payroll expenditures, employment, wages, and hours; compiles data and prepares monthly, quarterly, and annual financial reports relating to assigned functions; provides information to other City personnel and the general public on matters related to payroll procedures and applicable laws, policies rules and

regulations.

The employee is expected to use sound judgement and accepted accounting practices, follow city policies, and ensure compliance with all applicable state and federal regulations affecting payroll processing. Accuracy and speed are essential for satisfactory work performance.

QUALIFICATIONS

Knowledge of:

Considerable knowledge of the principles and practices of payroll preparation and management; knowledge of basic accounting principles and practices; knowledge of data processing requirements associated with automated payroll systems; skill in the operation of computer terminal, calculator, adding machine, check protector and copy machine.

Ability to:

Ability to learn, understand and apply municipal finances systems, processes, and their interrelationships; to interpret and apply applicable state and federal payroll regulations, and city rules and regulations; to plan and carry out duties independently; ability to maintain and prepare accurate records and reports; to communicate effectively, orally, and in writing; to lift heavy boxes.

EXPERIENCE AND EDUCATION

Any combination of experience, education and/or training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two to three years in a clerical accounting position, including experience with automated payroll processing systems.

Education:

Educational achievement equivalent to graduation from high school, supplemented by course work in accounting.